**Yorkshire & Humber Trainee Executive Forum (TEF)**

**Minutes of Meeting**

**Date: 29/06/2022**

**Venue: Online – MS Teams**

**Time: 1300-1600**

**Attendees invited (attended** [x] **):**

[x] Emma Howe (EH) (Chair) [ ] Alexandra Damazer (AD) (East Locality Lead)

[x] Sara Page (SP) (Vice Chair) [ ] Stuart Stokes (StS) (South Locality Lead)

[x] Hussain Sarwar (HS)(Vice Chair) [x] Sanah Sajawal (SS) (West Locality Lead)

[x] Maria Crouch (MC) (Secretary) [x] Opeoluwa Adeniran (OA) (EDI Lead)

[ ] Lucy McCabe (LM) (Quality Lead) [ ] Pete Webster (PW) (Academic Lead)

[x] Rammina Yassaie (RY)(Employers Lead) [ ] Sana Fatima (SF) (Wellbeing & Support Lead)

[x] Lauren Harkin (LH) (LTFT Lead)

**Apologies: AD, LM, SC, SF**

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| **Welcome****Introductions, apologies****Review of Action points from last meeting:** **ITEM** * Study leave policy: Katie Cobb sent final draft to RY and EH for review. Agreed 5 days private leave for study leave for all trainees in specialty training except GP and foundation school. Transparency sought - EH discussed this with GP and Foundation Deans but at present 5 day private exam leave is not supported as would be over allowance due to organised GP half days. UKFPO foundation programme policy explicitly states no private study leave for exam preparation. Discretionary study leave value £500 to promote equity and International study leave also included in the policy up to £500 per trainee per training block (eg ST1-st3 in run through).
* Exit interview quality update: LM and MC had meeting with Vicky Jones about exit interviews. Vicky will contact Becky travis to gain any protocols within HEE for exit interviews that already exists, retention numbers across region and school, contact Katie Cobbs about standard of support and care/wellbeing provided/offered to those trainees who may consider resigning.
* Buddy scheme: SP in contact with Becky Travis; HEE keen for buddy scheme waiting for reshuffling in HEE to allocate staff in new roles.
* EH chased quality to get NTS results clearer and more transparent. Quality team will attend TEF twice a year after GMC and NTS to present the findings and infographics.
* SP contacted medicine HOS regarding out of hour skills lack of supervision. HOS emailed SP supporting the concerns and was aware of the issue. SP to arrange follow-up meeting with medicine HOS to discuss further.
* OP IMG handbook: in final stages of approval need to chase the final draft. Driving license and passport advise now included in the handbook.

 **ITEM Team Work and Collaboration (SP)** **Discussion around how to improve team work and aspirations of TEF.** 6000 doctors in training, 14 TEF members, 70+ wider forum members. **Jam board; why have a trainee forum?** <https://jamboard.google.com/d/1pj86IsQxHXHlimIinl9V6Bg_JKYphPYiYMFXVyAGqYE/viewer?f=0>Please see jam board/contribute to see further info around discussion points. Discussions around: **What the TEFs role is and how is it different to wider forum.** **Who should we collaborate with**? * HEE leadership and sub teams, junior doctor forums at local trusts, local BMA reps, DMEs, head of schools, other regional TEFs/ national TEFs.

**How do we improve team work to become an influential voice?** * Face to face TEF meeting to increase teamwork relationships/socialising.
* Utilising wider forum members and locality leads; smaller local level drop-in meetings to discuss concerns to raise at TEF,
* Low attendance by some TEF and wider forum members consider team contribution and reliability. Not enough accountability for individual roles and completion of tasks.
* Specific tasks for the wider forum and feedback summary from wider forum members eg: what groups locally have you spoken to/projects explored.
* Delegating certain project tasks to certain TEF members; creating work streams to work collaboratively, share workload and accountability on specific projects.
* Increase engagement of different HEE leaders/roles with TEF.

**Action point**: Regular discussions to review teamwork and individual roles to assist with collaborative working. To include further discussion regarding structure of TEF/wider forum, ground rules etc at next TEF meeting. **ITEM: Role openings** * SC resigned from EDI lead as of immediate effect.
* HS resigning from vice chair due to locality move as of end of July
* RH resigning from September need new employer’s lead.
* AD from September moving locality within region to consider if change in role is needed or if need a new East locality lead.
* The issue of persistent members within the TEF who do not attend meetings and lack of correspondence with TEF regarding any work contributions, as well as not sending apologies.
* Discussed attendance requirement for TEF; consensus aim for 50% at TEF discretion encouraging meeting apologies, sending updates or thoughts around subjects on agenda if unable to attend meetings.
* Wider forum mandatory attendance% discussed feel this may prevent active engagement of enthusiastic trainees around certain agenda topics. Being proactively involved in one meeting may be more helpful then mandated frequency and no engagement. Poll during meeting 100% TEF felt that there should not be minimum expected attendance.

**Action point**:. To contact TEF members who have not been actively contributing to discuss further role and whether further members also may desire to resign in view of clinical commitment/balance. EH agree to action. Not to advertise for the upcoming gaps in TEF yet. Await review of individual clarity of roles and structure prior to advertising for new TEF roles. **ITEM Learning from good practice: social prescribing** Some IMGs were struggling financially within Humber region GP school. Pilot in Humber region for GP trainees run by admin team created to give advice and support for IMGs struggling. Scheme locally has had great success/feedback in assisting IMGs. Would like to share the scheme across more schools/region. OA keen to contact team to learn more about scheme [**www.nhs-helath-trainers.co.uk**](http://www.nhs-helath-trainers.co.uk)**Action point**:. EH to organise a meeting with scheme lead to discuss success and learning. OA to attend as well. **ACTIONS SUMMARY*** **If anyone within TEF feels they can no longer commit to their roles/attend meetings and consider either standing down or if another role within TEF would be better suited, please contact Emma regarding your current roles.**
* **TEF members reflect on their own roles and consider points for current role description/specification or changes to current roles. Please send summary to Emma before next TEF please deadline 11th July. Please contact Emma if this timeline is not possible for you due to other commitments. EH to send standardised template for this.**
* **Poll during TEF meeting regarding mandatrory attendance: majority agree with 50% attendance for TEF members; if you have any views regarding this please let Emma know.**
* **Any ideas for newsletter content/advertisement please contact Emma.**
* **Rediscussing structure and roles of TEF members at the next meeting please consider current roles and any suggested changes.**

**NEXT TEF 18th July 0900-1200****WIDER FORUM 31st August 1300-1600** |